



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda Planning Commission

Wednesday, July 1, 2026

6:30 PM

Council Chambers

In-Person Meeting

Link to Watch or Comment Virtually: <https://bit.ly/1July26PCMtg>
To Sign Up for Public Comment: www.erieco.gov/PublicComment

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

6:30pm

II. ROLL CALL

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF MINUTES

[2026-415](#) Approval of the June 17, 2026 Planning Commission Meeting Minutes

Attachments: [June 17, 2026 Planning Commission Meeting Minutes](#)

V. PUBLIC COMMENTS

6:35 - 6:45pm

(This agenda item provides the public an opportunity to discuss items other than items that are on the agenda. The Planning Commission is not prepared to decide on matters brought up at this time, but if warranted, will place them on a future agenda.)

VI. GENERAL BUSINESS

[2026-400](#) Discussion of Annual Report to Town Council

Attachments: [Presentation](#)

6:45 - 7:00pm

[2026-401](#) Discussion in Preparation of Joint Study Session with Council

7:00 - 8:00pm

VII. STAFF REPORTS

8:00 - 8:10pm

(This agenda items is reserved for specific items from Staff requiring Commission direction or just relaying important information.)

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

8:10 - 8:20pm

(This agenda item is for all Planning Commission reports and items of information as well as Commission discussion items, not listed on the agenda.)

IX. ADJOURNMENT

8:20pm

Translation Services

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or other accommodation should email the Town Clerk's Office at TownClerk@ErieCO.gov or call 303-926-2710. Please submit requests at least 48 hours prior to the meeting.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor llame a la Ciudad al TownClerk@ErieCO.gov o 303-926-2710. Por favor envíe sus solicitudes al menos 48 horas antes de la reunión.



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 7/1/2026

File #: 2026-415, **Version:** 1

SUBJECT:

Approval of the June 17, 2026 Planning Commission Meeting Minutes

DEPARTMENT: Planning & Development

PRESENTER(S): Melinda Helmer, Secretary

TIME ESTIMATE: 0 minutes

For time estimate: please put 0 for Consent items.

POLICY ISSUES:

The minutes are provided for Commission verification and approval to confirm the accuracy of the recorded decisions and discussions.

STAFF RECOMMENDATION:

Approve the June 17, 2026 Planning Commission Meeting Minutes

SUMMARY/KEY POINTS

The minutes are provided for Commission verification and approval to confirm the accuracy of the recorded decisions and discussions.

ATTACHMENT(S):

- June 17, 2026 Planning Commission Meeting Minutes

TOWN OF ERIE

*645 Holbrook Street
Erie, CO 80516*



Meeting Minutes

Wednesday, June 17, 2026

6:30 PM

In-Person Meeting

**Link to Watch or Comment Virtually: <https://bit.ly/17Jun26PCMtg>
Council Chambers
To Sign Up for Public Comment: www.erieco.gov/PublicComment**

Planning Commission

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE TO FLAG

Chair Sawusch called the June 17, 2026 Planning Commission Meeting to order at 6:32pm.

II. ROLL CALL

Following the Pledge of Allegiance, Chair Sawusch asked the Secretary to call roll.

Roll Call:

- Commissioner Leef - present (virtual attendance)
- Commissioner Braudes - present
- Commissioner Booth - present (virtual attendance)
- Commissioner Schatz - present
- Commissioner Hemphill - present
- Vice Chair Dreckman - present
- Chair Sawusch - present

A quorum was present.

III. APPROVAL OF THE AGENDA

Vice Chair Dreckman moved to approve the agenda of the June 17, 2026 Planning Commission Meeting. The motion, seconded by Commissioner Hemphill, carried with the following roll call vote:

- Commissioner Leef - yes
- Commissioner Braudes - yes
- Commissioner Booth - yes
- Commissioner Schatz - yes
- Commissioner Hemphill - yes
- Vice Chair Dreckman - yes
- Chair Sawusch - yes

Motion passes unanimously.

IV. APPROVAL OF MINUTES

[2026-384](#) Approval of the June 3, 2026 Planning Commission Meeting Minutes

Attachments: [June 3, 2026 Planning Commission Meeting Minutes](#)

Commissioner Braudes moved to approve the meeting minutes of the June 3, 2026 Planning Commission Meeting. The motion, seconded by Vice Chair Dreckman, carried with the following roll call vote:

- Commissioner Leef - yes
- Commissioner Braudes - yes
- Commissioner Booth - yes
- Commissioner Schatz - yes
- Commissioner Hemphill - yes
- Vice Chair Dreckman - yes
- Chair Sawusch - yes

Motion passes unanimously.

V. PUBLIC COMMENTS

No public comments were taken.

VI. GENERAL BUSINESS

[2026-395](#) Election of Secretary of the Planning Commission

Chair Sawusch announced agenda item 2026-395: Election of Secretary of the Planning Commission.

Eliot Schaefer, Deputy Town Attorney provided clarification regarding the reason and rationale for the election of a secretary as part of the officers in the November 2025 Ordinance Revision. Town Administration clarified that the original intent was for this role to apply primarily to advisory boards, where staff presence isn't guaranteed, to ensure the meeting minutes are recorded. However, as currently drafted, the ordinance inadvertently requires all boards to elect a secretary without specifying the duties of the role. Town Administration's intent was to have it identified and defined within the by-laws as adopted by the boards and commissions.

Chair Sawusch discussed whether the Commission's existing rules of order and procedure apply or whether they should move forward and elect a secretary.

Mr. Schaefer noted that if strict compliance with the code is desired, the Commission could proceed with electing a secretary. It was explained that the current rules of order and procedure assign duties - minutes, publishing agendas, maintaining official records - that are typical with the role of town staff. It was further noted that there is some ambiguity in the ordinance, creating a gray area and potential conflict in how the rules are drafted.

Chair Sawusch questioned if the item should be continued for further clarification or whether the Commission should proceed strictly under the code with the election of a secretary.

As there are no significant consequences if the election does not proceed, the recommendation was to continue the item to a future date to allow time to determine appropriate next steps regarding potential ordinance amendments.

Commissioner Braudes moved to continue the agenda item to a future Planning Commission date. The motion, seconded by Vice Chair Dreckman, carried with the following roll call vote:

- Commissioner Leef - yes
- Commissioner Braudes - yes
- Commissioner Booth - yes
- Commissioner Schatz - yes
- Commissioner Hemphill - yes
- Vice Chair Dreckman - yes
- Chair Sawusch - yes

Motion passes unanimously.

[2026-396](#) Discussion of Annual Report to Town Council

Attachments: [Draft Presentation](#)
[Advisory Board Presentation Template](#)

Chair Sawusch announced Agenda Item 2026-396: Discussion of the Annual Report to Town Council.

Chair Sawusch relieved the duties of the dias to Vice Chair Dreckman to move to the presenter's table to begin discussions with the Commission.

Chair Sawusch noted a request from staff when making comments to speak clearly into the microphones to allow for proper recording of the meeting.

Chair Sawusch noted that the report slides were updated based on feedback from the previous meeting. The Commission's Role section was revised to reflect the duties exactly as state in the code, and the Planning staff team section was added. Additional land use application details were included, such as category, number of dwelling units, vote results, and public comment, using information from prior meeting minutes. The slides also incorporated code amendments, other general discussion items, and commission trainings. A new slide was added showing meeting logistics and a breakdown of prior years' meeting timing. Finally, slides were added outlining annual goals and a work plan, including topics, and roles and responsibilities.

Follow-up comments from the Commission included updating the reporting period to state 'September 2025 through June 2026', as well as a productive discussion on the meeting table and the 'utilization' column. There was discussion about this column and meeting efficiency with a concern that the column could be misinterpreted. It was ultimately decided to remove the column entirely. Additional feedback noted the presentation was well organized and visually strong.

The discussed updates will be made to the report, and a final version will be brought to the July 1, 2026 meeting for a vote.

Staff made a recommendation that the Commission could include the UDC updates into their report if they'd like but the spirit of the template was achieved with the report as discussed.

[2026-397](#) Intro to Erie: Town Hall 101

Attachments: [Presentation](#)

Vice Chair Dreckman announced Agenda Item 2026-397: Town Hall 101.

Vice Chair Dreckman turned it over to Chair Sawusch for a presentation.

Chair Sawusch stated that the Commission will be going into a Joint Study Session with the Town Council and will have conversations regarding roles and responsibilities. There are some things that the Commission may not be aware of and this presentation will give insight to the Commission on the following

topics:

- Overall organization as a whole
- Organizational chart
- How the Commission fits into the organization
- Town Council
- Various departments of the town
- Boards and Commissions
- Home Rule Charter
- Municipal Code
- UDC within the Municipal Code
- Strategic Plans
- Budgets/Financials
- Capital Improvement Plan
- Commission Duties and Authorities

Chair Sawusch noted that this portion of the presentation is intended to be interactive and encouraged staff and the commission to speak up, ask questions, provide feedback, and share any updates as the presentation progresses. The goal throughout is to incorporate input throughout the presentation.

The Commission thanked Chair Sawusch for the presentation, overview, and discussion.

VII. STAFF REPORTS

Kelly Driscoll, Deputy Director of Planning & Development added there are two items on the July 1, 2026 Planning Commission Meeting agenda and possible items for the meeting in mid-July.

Commissioner Braudes asked for clarification on items coming off/being added to the upcoming meeting agendas.

Chair Sawusch clarified the agenda items added - presentation to Town Council and Joint Study Session preparation.

VIII. COMMISSIONER REPORTS AND DISCUSSION ITEMS

Commissioner Booth asked for the July meeting dates to be restated. They were confirmed as July 1st, July 15th, and the Joint Study Session on July 21st.

Commissioner Schatz added that he is looking forward to working with everyone.

Commissioner Hemphill reminded everyone to vote.

Commissioner Braudes reminded everyone that the Juneteenth celebration will take place this Friday from 6-8pm in the Stacy's Kitchen parking lot.

Vice Chair Dreckman wished a Happy Father's Day to all the dad's.

Chair Sawusch noted that at the last meeting, there was a discussion on holding joint study sessions potentially with other boards and commissions. He reached out to the Chair of OSTAB to see if there was an interest. They are willing and will bring this forth to their board for discussion.

After reaching out to Deputy Director Driscoll, depending on specifics and topics,

some town staff time may be needed. One specific item is the review of potential property reviews led by OSTAB in relation to the UDC and Comp Plan. If there are other topics the Commission would like to discuss, please let Chair Sawusch know. The Commission does think it would be a good idea to meet with other boards and commissions and relayed this to Deputy Director Driscoll.

Deputy Director Driscoll asked that the topic of rezoning of open space be on hold as staff is not prepared to take this on this year. Council's direction to staff is to prioritize the Page Property Rezoning.

Chair Sawusch confirmed with the Commission that holding these joint meetings with the other boards and commissions is still the direction the Commission would like to go.

Commissioner Leef asked about the Commission's current budget availability which was confirmed by Deputy Director Driscoll.

IX. ADJOURNMENT

Commissioner Booth moved to adjourn the June 17, 2026 Planning Commission Meeting. The motion, seconded by Vice Chair Dreckman, carried with all voting in favor thereof.

Chair Sawusch adjourned the June 17, 2026 Planning Commission Meeting at 8:07pm.

Translation Services



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 7/1/2026

File #: 2026-400, **Version:** 1

SUBJECT:

Discussion of Annual Report to Town Council

DEPARTMENT: Planning & Development

PRESENTER(S): Planning Commission Chair

TIME ESTIMATE: 15 minutes

For time estimate: please put 0 for Consent items.

POLICY ISSUES:

Discussion item only.

STAFF RECOMMENDATION:

Discussion item only.

SUMMARY/KEY POINTS

- Town Advisory Boards and Commissions report annually to the Town Council.
- Chair Sawusch created a draft presentation based on discussions at the June 3 meeting.

BACKGROUND OF SUBJECT MATTER:

A draft presentation is provided for discussion. Additionally, the Clerk's office has provided a template for advisory boards to utilize. The presentation is scheduled for July 28, with materials due by July 10.

ATTACHMENT(S):

1. Draft Presentation
2. Advisory Board Presentation Template



Planning Commission Annual Report to the Town Council

Andrew Sawusch, Chair

Delaney Dreckman, Vice Chair

July 28, 2026



Commission Role

Duties

The planning commission shall have the powers, duties and responsibilities set forth Title 10 of this Code. While the town council shall be responsible for the creation and adoption of the town's comprehensive plan, the planning commission shall advise the town council on the comprehensive plan as outlined in Title 10 of this Code. Town of Erie Municipal Code 3-2-1 B

Review Roles

- Planned Development Zoning (R-H)
- PUD (R-H)
- Rezoning (R-H)
- Site Plan: Planning Commission Review (D-H)
- Special Review Use (R-H)
- Subdivision: Preliminary Plat (R-H)
- UDC Amendments (R)
- Comprehensive Plan Amendments (R-H)

Town of Erie Municipal Code 10-7-1, Table 7.1.1

R = Review H = Hearing D = Decision



Team

Commissioner	Term End
Alex Schatz	April 2029
Andrew Sawusch, Chair	April 2027
Ben Hemphill	April 2027
Bob Braudes	April 2027
Delaney Dreckman, Vice Chair	April 2027
Paul Leef	April 2029
Sherri Booth	April 2029

Former Commissioner	Term End
Kiley Baham	May 2026
Tim Burns	May 2026

Planning Staff	
Kelly Driscoll Liaison	Jaime Medina
Anna Ziegler	Josh Campbell
Chris LaRue	Melinda Helmer
Darryll Wolnik	Sarah Nurmela
Harry Brennan	

Communications Staff	
Adam Nettesheim	Maggie Murray
Gabi Rae	

Town Attorney's Office	
Eliot Schaefer	Kunal Parikh



September 2025 to June 2026 Review

Development Applications

Rezoning		
01/2026-02/2026	Canyon Creek PD Amendment No. 11	1.8 acres, Approve (6-0), Comments: 11
04/2026	Sierra Vista	60.4 acres, Approve (6-0), Comments: 3
Preliminary Plat		
09/2025	Canyon Creek Filing No. 11	169 DU, Approve w/ Conditions (5-0), Comments: 0
04/2026	Spring Hill	632 DU, Approve (6-0), Comments: 2
Site Plan		
11/2025	Erie PD Expansion	17,000 sf, Approve (6-0), Comments: 0
Special Review Use		
11/2025	Erie PD Expansion	17,000 sf, Approve (6-0), Comments: 0
05/2026	Erie Junction - Duplex	20 DU, Approve w/ Conditions (7-0), Comments: 0



September 2025 to June 2026 Review

UDC Amendments

Date	Code	Description
09/2025	10-7-2, 10-7-5	Public Hearing Notice Requirements
11/2025	10-13-3, 10-13-6	Installation of Wireless Communication Facilities
01/2026	10-6-12	Sign Regulations
03/2026	10-3-3, 10-11-3	Use of Manufactured Homes as Dwelling Units
05/2026	10-10-1, 10-12-7, et. al.	Consolidation of Penalties and Enforcement for Code Violations
05/2026	10-6-4, 10-11-3	Landscaping



September 2025 to June 2026 Review

Other Items

Date	Description
09/2025	Discussion of Planning Commission Roles and Responsibilities, Overview of Town Plans
11/2025	Active Harmer Training
02/2026	Comprehensive Plan Implementation
03/2026	Discussion on Proposition 123 Fast Track
05/2026	Recognition of Commissioners Baham and Burns, Roberts Rules of Order Overview, Discussion on Proposition 123 Fast Track
06/2026	Advisory Boards & Commissions Orientation and CIRSA Training, Election of Chair and Vice Chair of the Planning Commission, Discussion of Annual Report to Town Council, Informational Presentation - Intro to Erie: Town Hall 101



Meetings by Year

Year	Total	Held	Cancelled	Avg. Meeting	Min / Max
2020	24	16 (67%)	8 (33%)	1h 43m	7m / 3h 34m
2021	24	18 (75%)	6 (25%)	2h 18m	32m / 4h 43m
2022	24	13 (54%)	11 (46%)	1h 47m	34m / 3h 9m
2023	25 ^a	12 (48%)	13 ^b (52%)	1h 54m	34m / 3h 14m
2024	25 ^a	15 (60%)	10 (40%)	1h 45m	31m / 2h 26m
2025	24	15 (63%)	9 (38%)	1h 41m	14m / 3h 26m
2026	11	8 (73%)	3 (27%)	1h 34m	14m / 2h 48m
	157	97 (62%)	60 ^c (38%)	1h 51m	7m / 4h 43m

Notes:

^a 2 Special meetings held (2023, 2024)

^b 1 Regular meeting cancelled due to failure to meet quorum

^c 2 meetings generally cancelled each year due to holidays
(Example: 1st Wednesday in 2025 fell on New Year's Day)



Goals for 2026

Commission By Laws

- Requirement of Ord. No. 30-2025 (Code 3-1-5 E - November 2025)
- Developed by Commission and Staff, will require Council Approval for adoption
- Addresses general and Commission-specific items

Commission Work Plan

- Developed by Staff and Commission, similar in-nature to Council's Work Plan
 - Prioritization, expected Commission and Staff resource allocation
- Outlines the breadth of activities to-be-completed, cross-referencing resource availability



Commission Work Plan

Items Anticipated to be Included

- Development applications and hearings, as required
- Comprehensive Plan Amendment(s), as required
- Unified Development Code updates (e.g. alignment with Comp Plan, Administrative Review process, other items proposed by Staff)
- Drafting of By Laws and Work Plan
- Items tasked by the Council

Items Discussed or Currently Exploring

- Joint Study Sessions with other Boards and Commissions
- Commissioner-led presentations on applicable topics
- Additional Roles & Responsibilities, as discussed and permitted by Council



Questions & Discussion



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 7/1/2026

File #: 2026-401, **Version:** 1

SUBJECT:

Discussion in Preparation of Joint Study Session with Council

DEPARTMENT: Planning & Development

PRESENTER(S): Planning Commission Chair

TIME ESTIMATE: 60 minutes

POLICY ISSUES:

Discussion item only.

STAFF RECOMMENDATION:

Discussion item only.

SUMMARY/KEY POINTS

- In preparation for the joint Study Session with Town Council, the Chair has requested this item be added to provide time for the Commission to discuss any pertinent items that may be applicable.